



NEVADA
Department of
Education

Nevada Report Card

File Specifications and Procedures Manual

SY 2024-25

Created by the Office of Assessment, Data, and Accountability

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DOCUMENT CONTROL

DOCUMENT INFORMATION

Title:	Nevada Report Card File Specifications and Procedures Manual
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DOCUMENT HISTORY

Version Number	Date	Summary of change
1.0	April 2024	Version 1 used to build files for school year 2024-25. Updated for SY 2024-2025 <ul style="list-style-type: none"> • DF 49 School Improvement Funds • DF 24 Dropout • DF 20 Credit Deficiency/Retention • DF 50 Disciplinary
1.1	March 2025	Updated to include TX 18 Access to Menstrual Products

PREFACE

This document provides technical instructions for building files that are submitted through the EDSA, which is an electronic system that facilitates the efficient and timely transmission of data from Local educational agencies (LEAs) to the Nevada Department of Education.

According to federal law ESEA, every State Education Agency (SEA) and LEA receiving Title I funds must prepare and disseminate an annual report card. Nevada Report Card website (<http://nevadareportcard.nv.gov/>) fulfills this requirement through collaborative efforts between the Nevada Department of Education (NDE) and the Nevada LEAs.

This document is to be used in coordination with other documentation posted on the Nevada Report Card Resources under Nevada Report Card Documentation, including:

- Data Suppression Guidelines for Portal – a document to summarize the different examples and descriptions of the methods used by the NDE to protect the student privacy in its public reporting while maintaining data transparency.

Please contact the Accountability Department of ADAM with questions about the documents at adaminfo@doe.nv.gov.

Data submitted through EDSA are authorized by [NRS 385A](#) – Accountability of Public Schools and [ESSA 1111](#) – State plans. EDSA is a centralized data collection system used by the Nevada Department of Education to gather survey and administrative data. Data are reported by LEAs and include data at the local educational agency (LEA), and/or school level.

Accountability Report Card Timeline

Black Font indicates the data files that LEAs are responsible for uploading to EDSA. **Red Font** indicates the data files State is responsible for uploading to EDSA or loading to the website. **Orange Font** indicates the data files collaboratively worked on by the State and LEAs.

Due Date	File Name	Element Name	School Year Reflected in Data	Provided By	Collect Data as of
Phase I 03/17 – 04/25	DF 02	Demographic Profile	24-25	SEA	Validation Day
	DF 11	Technology	24-25	LEA	After Dec.
	DF 15	Teacher Average Daily Attendance (ADA)	24-25	LEA	100 th Day
	DF 16	Paraprofessionals (Not HQ and number employed)	24-25	LEA	100 th Day
	DF 17	Student ADA	24-25	LEA	100 th Day
	DF 18	Student/Teacher Ratio	24-25	LEA	December 1
	DF 19	Average Class Size	24-25	LEA	December 1
	DF 24	Dropout	23-24	LEA + SEA	Validation Day
	DF 28	Parent Participation	24-25	LEA	After Dec.
	DF 40	CTE Student ADA	24-25	LEA	100 th Day
DF 43	Staff	23-24	SEA	End of Year	
04/26 – 04/28 LEA REVIEW	Using the PDF generator in the EDS application, please generate your report and review your data. This is an opportunity to see the calculated fields in the reports and make any corrections to your submissions.				
Phase 2 04/28 – 06/13	DF 05	Fiscal Remedial Education Funding	23-24	SEA	End of Year
	DF 06	Fiscal Professional Development Funding	23-24	LEA	End of Year
	DF 08	Fiscal Legislative Appropriations Funding	23-24	SEA	End of Year
	DF 20	Credit Deficient & Retention	24-25	LEA + SEA	Validation Day
	DF 21	Student Transiency	24-25	LEA	End of Year
	DF 39	Long- & Short-Term Substitute Teachers	24-25	SEA	End of Year
	DF 41	CTE Elements	24-25	SEA	End of Year
Phase 3 06/16 – 07/04	LOGO	Logo	24-25	LEA	End of Year
	SD 01	Special Programs	24-25	LEA	End of Year
	TX 01	Mission Statement	24-25	LEA	End of Year
	EN 03	Headings	24-25	LEA	End of Year
	TX 03	Highlights	24-25	LEA	End of Year
	TX 05	Parent Communication	24-25	LEA	End of Year
	TX 06	Curriculum	24-25	LEA	End of Year
	TX 10	Goals and Objectives	24-25	LEA	End of Year
	TX 15	Discipline	24-25	LEA	End of Year
	TX 17	District Technology Incorporation	24-25	LEA	End of Year
	DF 26	NSHE Remedial	23-24	SEA	After Dec.
	DF 47	ESSA Fiscal PPE Data	23-24	SEA	End of Year
	DF 49	1003 School Improvement Funds	24-25	SEA	End of Year
	DF 50	Discipline	24-25	LEA	End of Year
		Educator Qualifications	24-25	SEA	End of Year
	Chronic Absenteeism	24-25	SEA	End of Year	
07/07 – 07/11 LEA REVIEW	Using the PDF generator in the EDS application, please generate your report and review your data. This is an opportunity to see the calculated fields in the reports and make any corrections to your submissions.				
07/14/2025 – 08/12/2025 NDE and Vendor will finalize the report card PDFs and www.nevadareportcard.nv.gov website					
09/15/2025 (or before) Release of Nevada Report Card					

PHASE 1 – MARCH 17 – APRIL 25, 2025**DF 02 – Demographic Profile****1.0 PURPOSE**

DF 02: Demographic Profile (Validation Day) is populated in the EDSA by the NDE . The definition for this data group is:

The demographic profile information on the following subgroups: Gender, Race/Ethnicity, Students with disabilities (IEP), English Learners (EL), Migrant Students (MIG), Free/Reduced Lunch Eligible (FRL). The Race/Ethnicity collected are American Indian/Alaskan Native, Asian, Hispanic, Black, White, Pacific Islander, and Two or More Races.

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS 385A](#)), as amended. This data will be used in the Nevada Accountability Report Card.

DF 11 – Technology

1.0 PURPOSE

This document contains instructions for building files to submit EDSA DF 11: Technology file. The definition for this data group is:

Technological facilities and equipment available at each school.

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS 385A.310.5](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

Table 2.2-1: Core Reporting Requirements

	School
Reporting Period	Current School Year
Education units required to report	Operational K-12 schools
Education units <u>not</u> reported	Closed, inactive, or future schools
Zero Counts	For schools where there is no technology, use 0 value
Missing	For elementary schools who did not report, leave the area blank

Data submitted for this collection will be aggregated to the district and state level.

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What type of technological equipment is reported?

The data for this report is the equipment that is available at each school. This includes instructional computers, mobile learning devices, and Interactive projection systems.

What are mobile learning devices?

Mobile learning devices include laptops (HP, Dell, Chromebook, Macbooks, etc.), digital notebooks (Rocketbook, reMarkable, etc.), and tablets (iPads, Android, Lenovo, etc.).

What are Interactive Projection Systems?

Interactive projection systems are any type of classroom display system such as Interactive Whiteboards (SmartBoard, Promethean Activeboard, interactive projectors, etc.).

What is an IT Technician?

An IT Technician is someone who provides skilled repair and maintenance of all technology-related equipment as well as technical support for all technology-related systems. Technical support can include, but not limited to, technical advice on equipment setup and operation, general troubleshooting, and software installation.

What is a Classroom Technology Integration Coach?

A Classroom Technology Integration Coach is responsible for supporting teachers in integrating technology into the classroom. This involves providing training, resources, and support to help teachers effectively use technology tools to enhance student learning. Additionally, they may be responsible for evaluating the effectiveness of technology integration programs and making recommendations for improvements.

3.0 DELIMITED FILES

This section describes the delimited file specifications. The delimited file contains a header record followed by data records.

3.1 Data Record Definition

Data records are required and should be submitted to the EDSA portal. Data records provide the statuses and other data for the education units.

Table 3.1-1: Data Records

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
1	LevelId	Level Id	char-2	Y	Y	ID	
2	EntityId	State/District/School Id	char-5	Y	Y	ID	
3	YearId	Year Id	char-5	Y	Y	ID	
4	InstComp5YrOrNewDial	Total Computers 5 Years or Newer with Dial Up in Computer Labs or Classrooms	int	N	N	#[#]	
5	InstCompOldTh5YrDial	Total Computers Older than 5 Years with Dial up in Computer Labs or Classrooms	int	N	N	#[#]	
6	InstComp5YrOrNewHiSp	Total Computers 5 Years or Newer with High-Speed Internet in Computer Labs or Classrooms	int	N	N	#[#]	

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
7	InstCompOldTh5YrHiSp	Total Computers Older than 5 Years with High-Speed Internet in Computer Labs or Classrooms	int	N	N	#[#]	
8	TotalComputer	Total Computer in school	int	N	N	#[#]	
9	Mobile	Total Mobile Learning Devices	int	N	N	#[#]	
10	Classrooms	Total Classrooms in School	int	N	N	#[#]	
11	Interact	Total Interactive Projection Systems in the Classrooms	int	N	N	#[#]	
12	Techs	Total IT Technicians in School	real	N	N	# [#].00	
13	Coaches	Total Classroom Technology Integration Coaches	real	N	N	# [#].00	

DF 15 – Teacher Average Daily Attendance (ADA)

1.0 PURPOSE

This document contains instructions for building files to submit EDSA DF15: Teacher Average Daily Attendance file. The definition for this data group is:

The percentage of teaching staff in classrooms on an “average school day” in the reporting school year.

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS385A.230 1b](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

Table 2.2-1: Core Reporting Requirements

	School
Reporting Period	School Year – Through pay period closest to the 100 th day of instruction
Education units required to report	Operational schools with memberships greater than zero.
Education units <u>not</u> reported	Closed, inactive, or future schools
Zero Counts	For schools where there are no teachers in attendance, use 0 value
Missing	For schools who did not report, leave the area blank

Data submitted for this collection will be aggregated to the district and state level.

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

Which teachers are included in this file?

For the purposes of calculating this figure, teachers are defined as licensed educators who provide instruction to K-12 students.

Which personnel are not included in this collection?

This collection does not include licensed personnel working as administrators, school counselors, school audiologists, librarians or library media specialists, school nurses, school psychologists, or school social workers.

What is an absence?

Absences are counted where a substitute is required. However, teachers who are in professional development activities or are assigned duty for students' cocurricular or extra-curricular activities are counted as PRESENT. Exclude absences for teachers who are absent for 20 consecutive days.

How are partial absences counted?

The numbers for teachers are to be reported to the nearest $\frac{1}{2}$ day. If a teacher is present for at least $\frac{1}{2}$ day but not $\frac{2}{3}$ of a day, count as $\frac{1}{2}$ day. If a teacher is present for at least $\frac{2}{3}$ days, it counts as 1 day. If a teacher is present for less than $\frac{1}{2}$ day, count as absent.

How are different FTE positions weighted for absence calculations?

For purposes of calculation, days present and absence are weighted by FTE. Round FTE counts to the nearest .5 FTE. For example, if Mr. Mendoza has a contract for .5 FTE, and he is in his classroom for one week of half days as his contract specifies, he will be counted as present for $5 \times \frac{1}{2}$, or 2.5 days. Any student contact day he is present for less than $\frac{1}{2}$ day, he will be counted as absent for $\frac{1}{2}$ day. If Ms. Jones has a 1.0 FTE contract and is in her classroom for at least $\frac{2}{3}$ of a day each day for a week, she will be counted as present for 5×1 , or five days. If she is present for at least $\frac{1}{2}$ day but not more than $\frac{2}{3}$, it will be counted as $\frac{1}{2}$ day present and $\frac{1}{2}$ day absent.

What formula is used to calculate Teacher Average Daily Attendance?

$$\frac{\text{Total FTE Student Contact Days Present as of the 1st 100 days of instruction}}{\text{Total FTE Student Contact Days Present as of the 1st 100 days of instruction} + \text{Total FTE Student Contact Days Absent as of the 1st 100 days of instruction}} \times 100$$

3.0 DELIMITED FILES

This section describes the delimited file specifications. The delimited file contains a header record followed by data records.

3.1 Data Record Definition

Data records are required and should be submitted to the EDSA portal. Data records provide the statuses and other data for the education units.

Table 3.1-1: Data Records

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
1	LevelId	Level Id	char-2	Y	Y	ID	
2	EntityId	State/District/School ID	char-5	Y	Y	ID	
3	YearId	Year Id	char-5	Y	Y	YearId	
4	TDP	Teacher Days Present	real	N	N	# [#].00	
5	TDA	Teacher Days Absent	real	N	N	# [#].00	

DF 16 – Paraprofessionals (Not HQ and number employed)

1.0 PURPOSE

This document contains instructions for building files to submit EDSA DF16: Paraprofessionals file. The definition for this data group is:

Information on the paraprofessionals employed by each public school.

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS385A.230 1c](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

Table 2.2-1: Core Reporting Requirements

	School
Reporting Period	School Year – As of December 1
Education units required to report	Operational schools with memberships greater than zero.
Education units <u>not</u> reported	Closed, inactive, or future schools
Zero Counts	For schools where there are no paraprofessionals, use 0 value For schools where there
Missing	For schools who did not report, leave the area blank

Data submitted for this collection will be aggregated to the district and state level.

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What information on the paraprofessionals should be included in this report?

The information for this report must include: (1) The number of paraprofessionals employed at the school; (2) The number and percentage of paraprofessionals employed at the school who do not satisfy the requirements prescribed by the Department to comply with 20 U.S.C. § 6311(g)(2)(M); (3) Any other information required by regulation of the State Board.

What is the definition of “paraprofessional”?

“Paraprofessional” is defined by NRS 391.008 as a person who is employed by and assigned by a school district or charter school to:

- a. Provide one-on-one tutoring for a pupil.
- b. Assist with the management of a classroom, including, without limitation, organizing instructional materials.
- c. Provide assistance in a computer laboratory.
- d. Conduct parental involvement activities in conjunction with one or more duties set forth in this subsection.
- e. Provide support in a library or media center.
- f. Except as otherwise provided in subsection 2, provide services as a translator; or
- g. Provide instructional services to pupils under the direct supervision of a licensed teacher.

It does not include those who:

- a. Are proficient in the English language and a language other than English and who provides services as a translator primarily to enhance the participation of children in programs that are financially supported pursuant to the No Child Left Behind Act of 2001.
- b. Solely conduct parental involvement activities.

What are Highly Qualified Paraprofessionals?

Aides who work directly with children in classrooms, labs, and libraries. To satisfy the requirements of the federal No Child Left Behind (NCLB) Act, paraprofessionals must have a high school diploma or its equivalent, plus one of the following:

1. Completed at least 2 years (48 semester credits) at an accredited institution of higher education.
2. Obtained an associates (or higher) degree; or
3. Successfully completed a formal state or local academic assessment.

What is the formula for calculating the percentage of not highly qualified paraprofessionals?

$$\frac{\text{Total \# of Not Highly Qualified Professionals}}{\text{Total \# of Paraprofessionals}} \times 100$$

3.0 DELIMITED FILES

This section describes the delimited file specifications. The delimited file contains a header record followed by data records.

3.1 Data Record Definition

Data records are required and should be submitted to the EDSA portal. Data records provide the statuses and other data for the education units.

Table 3.1-1: Data Records

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
1	LevelId	Level Id	char-2	Y	Y	ID	
2	EntityId	State/District/School ID	char-5	Y	Y	ID	
3	YearId	Year Id	char-5	Y	Y	YearId	
4	ParTot	Total Number of Paraprofessionals	real	N	N	#[#]	
5	ParNHQ	# of Paraprofessionals that are NOT Highly Qualified	real	N	N	#[#]	

DF 17 – Student Average Daily Attendance (ADA)

1.0 PURPOSE

This document contains instructions for building files to submit EDSA DF17: Student Average Daily Attendance file. The definition for this data group is:

The average daily attendance of pupils.

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS385A.240.1a](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

Table 2.2-1: Core Reporting Requirements

	School
Reporting Period	School Year – Through the 100 th day of instruction
Education units required to report	Operational schools with memberships greater than zero.
Education units <u>not</u> reported	Closed, inactive, or future schools
Zero Counts	For schools where there are no students in attendance, use 0 value
Missing	For schools who did not report, leave the area blank

Data submitted for this collection will be aggregated to the district and state level.

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

Where to pull the data for this file from?

For the purposes of this report, please pull the data from the Infinite Campus DF 17 Average Daily Attendance (ADA) Report (Nevada) and upload it to the EDSA.

3.0 DELIMITED FILES

This section describes the delimited file specifications. The delimited file contains a header record followed by data records.

3.1 Data Record Definition

Data records are required and should be submitted to the EDSA portal. Data records provide the statuses and other data for the education units.

Table 3.1-1: Data Records

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
1	LevelId	Level Id	char-2	Y	Y	ID	
2	EntityId	State/District/School ID	char-5	Y	Y	ID	
3	YearId	Year Id	char-5	Y	Y	YearId	
4	AdaTot	Number of Students – Overall Total	real	N	N	#[#]	The total number for all counted students
5	DpTot	Days Present – Overall School	real	N	N	#[#]	The total number of days present for all students counted.
6	DaTot	Days Absent – Overall School	real	N	N	#[#]	The total number of days absent for all students counted.
7	AdaAi	Number of Students – American Indian	real	N	N	#[#]	
8	DpAi	Days Present – American Indian	real	N	N	#[#]	
9	DaAi	Days Absent – American Indian	real	N	N	#[#]	
10	AdaAs	Number of Students – Asian	real	N	N	#[#]	
11	DpAs	Days Present – Asian	real	N	N	#[#]	
12	DaAs	Days Absent – Asian	real	N	N	#[#]	
13	AdaHis	Number of Students – Hispanic	real	N	N	#[#]	
14	DpHis	Days Present – Hispanic	real	N	N	#[#]	
15	DaHis	Days Absent – Hispanic	real	N	N	#[#]	
16	AdaBl	Number of Students – Black	real	N	N	#[#]	
17	DpBl	Days Present – Black	real	N	N	#[#]	
18	DaBl	Days Absent – Black	real	N	N	#[#]	
19	AdaWh	Number of Students – White	real	N	N	#[#]	
20	DpWh	Days Present – White	real	N	N	#[#]	
21	DaWh	Days Absent – White	real	N	N	#[#]	
22	AdaPi	Number of Students – Pacific Islander	real	N	N	#[#]	
23	DpPi	Days Present – Pacific Islander	real	N	N	#[#]	
24	DaPi	Days Absent – Pacific Islander	real	N	N	#[#]	
25	AdaMr	Number of Students – Two or more/Multi-race	real	N	N	#[#]	
26	DpMr	Days Present – Two or more/Multi-race	real	N	N	#[#]	
27	DaMr	Days Absent – Two or more/Multi-race	real	N	N	#[#]	

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
28	AdaIep	Number of Students – Special Education (IEP)	real	N	N	#[#]	
29	DpIep	Days Present – Special Education (IEP)	real	N	N	#[#]	
30	DaIep	Days Absent – Special Education (IEP)	real	N	N	#[#]	
31	AdaLep	Number of Students – EL (ESL, ELL)	real	N	N	#[#]	
32	DpLep	Days Present – EL (ESL, ELL)	real	N	N	#[#]	
33	DaLep	Days Absent – EL (ESL, ELL)	real	N	N	#[#]	
34	AdaFrl	Number of Students – Free or Reduced Lunch	real	N	N	#[#]	
35	DpFrl	Days Present – Free or Reduced Lunch	real	N	N	#[#]	
36	DaFrl	Days Absent – Free or Reduced Lunch	real	N	N	#[#]	

DF 18 – Student/Teacher Ratio

1.0 PURPOSE

This document contains instructions for building files to submit EDSA DF18: Student/Teacher Ratio file. The definition for this data group is:

The ratio of students to teachers in kindergarten and at each grade level for each elementary school.

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS385A.210.1](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

Table 2.2-1: Core Reporting Requirements

	School
Reporting Period	School Year – December 1
Education units required to report	Elementary Schools (Grades K-6)
Education units <u>not</u> reported	Secondary schools Closed, inactive, or future schools
Zero Counts	For schools where there are no students or teachers in the Grade level, use 0 value
Missing	For schools who did not report, leave the area blank

Data submitted for this collection will be aggregated to the district and state level.

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

Who should be included in this data collection?

For the purposes of this report, please include Teacher/Student Ratios for Grades K-6 in School and District – fore each of grades 1-6 (or grades 1-5 if elementary school ends after the fifth grade in your district), defined as the number of students per FTE licensed classroom teachers in the reporting school year.

Who should be excluded from the calculations?

Exclude from calculation counselors, librarians, administrators, deans, specialists, and teachers of art, music, physical education, or special education.

How should shared contract teachers be calculated?

Shared contract teachers should be calculated by dividing the number of contracts shared by teachers showing. Ex. Two teachers on one contract count as .5 each. The ratios provided in the School Accountability Report would cover each grade represented at the school and the same grades at the district level.

How to calculate for the multi-grade classrooms?

Teacher/student ratios for multi-grade classrooms should be reported in the following way. First, the number of FTE teachers per grade will be reported using the following method:

$$\frac{\text{\# of teachers in the multi - grade classroom}}{\text{\# of grades represented in the multi - grade classroom}}$$

Then the result of this calculation will be entered in the data set for FTE teachers once for each grade represented in the multi-grade classroom. Example: Two teachers teach a multi-grade class with students from the 4th, 5th, and 6th grades. The equation used to calculate the number of teachers per grade in this classroom is:

$$2/3 = .7 \quad \text{The value of .7 will be entered once into the FTE teacher variable for that school in 4}^{\text{th}}, \text{ 5}^{\text{th}} \text{ and 6}^{\text{th}} \text{ grades.}$$

How to calculate the single-grade classrooms?

To calculate the teacher/student ratios in Grades 1-6 for the reporting year, divide the number of students enrolled in a grade at the school (or district) on December 1 by the number of FTE classroom teachers, as defined above, for that grade. Report all teacher/student ratios rounded to the nearest full student count. The formula for calculating teacher/student ratios in Grades 1-6 (or in all multi-grade classrooms) in a school or district is:

$$\frac{\text{December 1 Enrollment in Grade}}{\text{FTE Teachers in Grade}}$$

However, most 1 FTE kindergarten teachers teach two classes of students, and the resulting kindergarten teacher/student ratios would look large to most of the public if calculated in this manner. For kindergarten, the teacher/student ratios should be calculated by dividing the December 1 kindergarten enrollment by the number of kindergarten classes. The formula for calculating teacher/student ratios in kindergarten is:

$$\frac{\text{December 1 Enrollment in Kindergarten}}{\text{Number of Kindergarten Classes}}$$

Report all teachers/student ratios rounded to the nearest full student count.

3.0 DELIMITED FILES

This section describes the delimited file specifications. The delimited file contains a header record followed by data records.

3.1 Data Record Definition

Data records are required and should be submitted to the EDSA portal. Data records provide the statuses and other data for the education units.

Table 3.1-1: Data Records

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
1	LevelId	Level Id	char-2	Y	Y	ID	
2	EntityId	State/District/School ID	char-5	Y	Y	ID	
3	YearId	Year Id	char-5	Y	Y	YearId	
4	TchAll	Number of Teachers in All Grades	real	N	N	# [#].00	
5	TchK	Number of Classes – Kindergarten	real	N	N	# [#].00	
6	Tch1	Number of Teachers-Grade 1	real	N	N	# [#].00	
7	Tch2	Number of Teachers – 2	real	N	N	# [#].00	
8	Tch3	Number of Teachers – 3	real	N	N	# [#].00	
9	Tch4	Number of Teachers – 4	real	N	N	# [#].00	
10	Tch5	Number of Teachers – 5	real	N	N	# [#].00	
11	Tch6	Number of Teachers – 6	real	N	N	# [#].00	
12	EnrAll	Enrollment in Grades K-6 as of Dec. 1	real	N	N	#[#]	
13	EnrK	Enrollment in Kindergarten as of Dec 1	real	N	N	#[#]	
14	Enr1	Enrollment in Grade 1 as of Dec 1	real	N	N	#[#]	
15	Enr2	Enrollment in Grade 2 as of Dec 1	real	N	N	#[#]	
16	Enr3	Enrollment in Grade 3 as of Dec 1	real	N	N	#[#]	
17	Enr4	Enrollment in Grade 4 as of Dec 1	real	N	N	#[#]	
18	Enr5	Enrollment in Grade 5 as of Dec 1	real	N	N	#[#]	
19	Enr6	Enrollment in Grade 6 as of Dec 1	real	N	N	#[#]	

DF 19 – Average Class Size

1.0 PURPOSE

This document contains instructions for building files to submit EDSA DF19: Class Size file. The definition for this data group is:

Average class size for each core academic subject, as set for in [NRS 389.018](#), for each secondary school, reported for each school district and for this State as a whole.

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS385A.210.2](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

Table 2.2-1: Core Reporting Requirements

	School
Reporting Period	School Year – December 1
Education units required to report	English, Mathematics, Science and Social Studies Classes (7-12 grade courses) Include 6 th grade if taught in a middle school
Education units <u>not</u> reported	Elementary schools Closed, inactive, or future schools
Zero Counts	For schools where there are no students or teachers in the Grade level, use 0 value
Missing	For schools who did not report, leave the area blank

Data submitted for this collection will be aggregated to the district and state level.

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

Who should be included in this data collection?

For the purposes of this report, please include Average Class Size for English, Mathematics, Science and Social Studies Classes (7-12 grade courses) in the School and the District – defined as the average class size for the entire school (do not report individual grade class sizes) for 7-12 grade classes (include 6th grade if it's taught in a middle school) in each of the core curriculum areas listed.

Who should be excluded from this data collection?

Exclude from calculation the classes and enrollments in Title 1 classes, ESL classes, Developmental and Academically Talented classes, or any other classes with designed small enrollment for intensive instruction to meet specialized needs.

How do you calculate the average class size?

To calculate the average class size in a listed core curriculum area for a school or a district, you divide the total enrollment in the curriculum area by the total number of periods of instruction offered in that area (but see exclusions above). Round to the nearest full-student count.

3.0 DELIMITED FILES

This section describes the delimited file specifications. The delimited file contains a header record followed by data records.

3.1 Data Record Definition

Data records are required and should be submitted to the EDSA portal. Data records provide the statuses and other data for the education units.

Table 3.1-1: Data Records

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
1	LevelId	Level Id	char-2	Y	Y	ID	
2	EntityId	State/District/School ID	char-5	Y	Y	ID	
3	YearId	Year Id	char-5	Y	Y	YearId	Year Id
4	EngTot	Number of Classes – English	int	N	N	#[#]	
5	EngEnr	Enrollment – English	int	N	N	#[#]	
6	MthTot	Number of Classes – Math	int	N	N	#[#]	
7	MthEnr	Enrollment – Math	int	N	N	#[#]	
8	SciTot	Number of Classes – Science	int	N	N	#[#]	
9	SciEnr	Enrollment – Science	int	N	N	#[#]	
10	SSTot	Number of Classes – Social Studies	int	N	N	#[#]	
11	SSEnr	Enrollment – Social Studies	int	N	N	#[#]	

DF 24 – Dropout

1.0 PURPOSE

This document contains instructions for building files to submit EDSA DF24: Dropouts file. The definition for this data group is:

Dropouts file is the annual rate of pupils who drop out of school in grade 8 and separate reporting of the annual rate of pupils who drop out of school in grades 9 to 12.

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS385A.260.3](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

The Dropout Report will only be collecting for 7th – 12th grade students starting with the 2024-2025 collections.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

Table 2.2-1: Core Reporting Requirements

	School
Reporting Period	Validation Day + End of the School Year
Education units required to report	7 – 12 grade students
Education units <u>not</u> reported	K – 6 grade students Closed, inactive, or future schools
Zero Counts	For schools where there are no students or teachers in the Grade level, use 0 value
Missing	For schools who did not report, leave the area blank

Data submitted for this collection will be aggregated to the district and state level.

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

Who should be included in this data collection?

For the purposes of this report, please include Dropouts for students in grades 7 to 12, inclusive for each such grade.

Who should be excluded from this data collection?

Exclude from calculation students in K to 6 grades. Also those pupils in grades 9 to 12 who provide proof to the school district of successful completion of the high school equivalency assessment selected by the State Board pursuant to [NRS 390.055](#). Also, those who are enrolled in courses that are approved by the Department as meeting the requirements for an adult standard diploma or withdraw from school to attend another school.

Where is the data file coming from?

Data for this element will reflect the number of kids who were in school on the validation day of the previous school year (October 2023) but have an exit code of a dropout as the validation day of the current school year (October 2024). The data will be uploaded into the DVSL platform for Validation.

DF28 – Parent Participation

1.0 PURPOSE

This document contains instructions for building files to submit EDSA DF28: Parent Participation file. The definition for this data group is:

The involvement of parents and the engagement of families of pupils enrolled in the district in the education of their children.

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS 385A.320](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from the SY 2022-23 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

Table 2.2-1: Core Reporting Requirements

	School
Reporting Period	School Year – The first Parent/Teacher Conference attendance between October 1 to December of the Current School Year.
Education units required to report	Operational elementary schools with membership greater than zero.
Education units <u>not</u> reported	Schools that do not offer elementary grades. Closed, inactive, or future schools
Zero Counts	For schools where there are no parents in attendance, use 0 value
Missing	For elementary schools who did not report, leave the area blank

Data submitted for this collection will be aggregated to the district and state level.

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

Which schools are included in this file?

ESEA section 8101(19) defines an elementary school as a nonprofit institutional day or residential school, including a public elementary charter school, that provides elementary education, as determined under State law. NRS 388.020 defines an elementary school as a public school in which grade work is not given above that included in the eighth grade, according to the regularly adopted state course of study.

What is the timeframe for the data collection for this file?

The data for this report is the parent attendance at one conference cycle between October 1 and December of that school year.

3.0 DELIMITED FILES

This section describes the delimited file specifications. The delimited file contains a header record followed by data records.

3.1 Data Record Definition

Data records are required and should be submitted to the EDSA portal. Data records provide the statuses and other data for the education units.

Table 3.1-1: Data Records

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
1	LevelId	Level Id	char-2	Y	Y	LevelId	
2	EntityId	Entity Id	char-5	Y	Y	EntityId	
3	YearId	Year Id	char-5	Y	Y	YearId	
4	Conf	Percentage of Parents Attending Conferences	real	N	N	# [#].00	

DF 40 – CTE Student Average Daily Attendance (ADA)

1.0 PURPOSE

This document contains instructions for building files to submit EDSA DF 40: CTE Student Average Daily Attendance file. The definition for this data group is:

The average daily attendance of pupils who are enrolled in a program of career and technical education.

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS385A.290.3](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

Table 2.2-1: Core Reporting Requirements

	School
Reporting Period	1 st 100 days of instruction
Education units required to report	Schools who have CTE programs
Education units <u>not</u> reported	Schools who do not have a CTE program Closed, inactive, or future schools
Zero Counts	For schools where there are no students or teachers in the Grade level, use 0 value
Missing	For schools who did not report, leave the area blank

Data submitted for this collection will be aggregated to the district and state level.

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

Who should be included in this data collection?

For the purposes of this report, please include the Career and Technical Education (CTE) Students Attendance for those schools who have a CTE program.

Who should be excluded from this data collection?

Exclude from calculation the schools who do not have CTE program of study.

How to calculate the CTE Average Daily Attendance?

Please use the DF 40 file in Infinite Campus and upload it to EDSA.

3.0 DELIMITED FILES

This section describes the delimited file specifications. The delimited file contains a header record followed by data records.

3.1 Data Record Definition

Data records are required and should be submitted to the EDSA portal. Data records provide the statuses and other data for the education units.

Table 3.1-1: Data Records

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
1	LevelId	Level Id	char-2	Y	Y	ID	
2	EntityId	State/District/School ID	char-5	Y	Y	ID	
3	YearId	Year Id	char-5	Y	Y	YearId	
4	EngTot	Number of Classes – English	int	N	N	#[#]	
5	EngEnr	Enrollment – English	int	N	N	#[#]	
6	MthTot	Number of Classes – Math	int	N	N	#[#]	
7	MthEnr	Enrollment – Math	int	N	N	#[#]	
8	SciTot	Number of Classes – Science	int	N	N	#[#]	
9	SciEnr	Enrollment – Science	int	N	N	#[#]	
10	SSTot	Number of Classes – Social Studies	int	N	N	#[#]	
11	SSEnr	Enrollment – Social Studies	int	N	N	#[#]	

DF 43 – Staff

1.0 PURPOSE

This document contains instructions for building files to submit EDSA DF43: Staff file. The definition for this data group is:

The total number and percentage of people employed for each elementary school, middle school or junior high school, and high school in the district, including, without limitation, each charter school sponsored by the district. Each such person must be reported as either an administrator, a teacher or other staff and must not be reported in more than one category.

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS385A.220.1](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

Table 2.2-1: Core Reporting Requirements

	School
Reporting Period	School Year – December 1
Education units required to report	English, Mathematics, Science and Social Studies Classes (7-12 grade courses) Include 6 th grade if taught in a middle school
Education units <u>not</u> reported	Elementary schools Closed, inactive, or future schools
Zero Counts	For schools where there are no students or teachers in the Grade level, use 0 value
Missing	For schools who did not report, leave the area blank

Data submitted for this collection will be aggregated to the district and state level.

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What is an Administrator?

For the purposes of this report, an “Administrator” means a person who spends at least 50 percent of his or her work year supervising other staff or licensed personnel, or both, and who is not classified by the board of trustees of the school district as a professional-technical employee.

Who are Other Staff?

For the purposes of this report, “Other Staff” means all persons who are not reported as administrators or teachers, including, without limitation: (1) School counselors, school nurses and other employees who spend at least 50 percent of their work year providing emotional support, noninstructional guidance or medical support to pupils; (2) Non instructional support staff, including, without limitation, janitors, school police officers and maintenance staff; and (3) Persons classified by the board of trustees of the school district as professional-technical employees, including, without limitation, technical employees and employees on the professional-technical pay scale.

What is a Teacher?

For the purposes of this report, “Teacher” means a person licensed pursuant to [chapter 391](#) of NRS who is classified by the board of trustees of the school district: (1) As a teacher and who spends at least 50 percent of his or her work year providing instruction or discipline to pupils; or (2) As instructional support staff, who does not hold a supervisory position and who spends not more than 50 percent of his or her work year providing instruction to pupils. Such instructional support staff includes, without limitation, librarians and people who provide instructional support.

3.0 DELIMITED FILES

This section describes the delimited file specifications. The delimited file contains a header record followed by data records.

3.1 Data Record Definition

Data records are required and should be submitted to the EDSA portal. Data records provide the statuses and other data for the education units.

Table 3.1-1: Data Records

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
1	LevelId	Level Id	char-2	Y	Y	ID	
2	EntityId	State/District/School ID	char-5	Y	Y	ID	
3	YearId	Year Id	char-5	Y	Y	YearId	
4	EngTot	Number of Classes – English	int	N	N	#[#]	
5	EngEnr	Enrollment – English	int	N	N	#[#]	
6	MthTot	Number of Classes – Math	int	N	N	#[#]	
7	MthEnr	Enrollment – Math	int	N	N	#[#]	
8	SciTot	Number of Classes – Science	int	N	N	#[#]	
9	SciEnr	Enrollment – Science	int	N	N	#[#]	
10	SSTot	Number of Classes – Social Studies	int	N	N	#[#]	
11	SSEnr	Enrollment – Social Studies	int	N	N	#[#]	

PHASE 2 – APRIL 28 – JUNE 13, 2025

DF 05 – Fiscal Remedial Education Funding

1.0 PURPOSE

This section contains information on the DF 05 Fiscal Remedial Education Funding. The definition for this data group is:

A compilation of the programs of remedial study purchased as a whole or in part with money received from the State that are used in each school district, including, without limitation, each charter school in the district.

The data collected is required by the Nevada Revised Statutes ([NRS 385A.300.2](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR THIS FILE

This section contains changes from the previous school year and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA	School
Reporting Period	Previous School Year	Previous School Year
Education units required to report	Each district	Each school including each charter school sponsored by the district

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What does this compilation include?

The amount and sources of money received for programs of remedial study and an identification of each program of remedial study, listed by subject area.

Who submits this file for the Nevada Report Card?

This file is compiled by NDE ADAM Accountability from the Title I School Eligibility Report provided by NDE OSSS. No information or action is needed from the LEAs on this data.

DF 06 – Fiscal Professional Development Funding

1.0 PURPOSE

This section contains information on DF 06 Fiscal Professional Development Funding. The definition for this data group is:

The amount and sources of money received for the training and professional development of teachers and other educational personnel.

The data collected is required by the Nevada Revised Statutes ([NRS 385A.310.4](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR THIS FILE

This section contains changes from the previous school year and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA	School
Reporting Period	Previous School Year	Previous school year
Education units required to report	Each district	All schools

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What does this compilation exclude?

This element should exclude carryover funds. It should include information on 1) RPDP funds at the district level and then for those schools that received extra training/support from school support teams, and school improvement; and 2) Title II training funds.

How is this submitted in the EDSA?

Upload District and School files simultaneously. Display Order needs to have two digits to upload. (ex. 1 = 01, 2 = 02, etc.)

3.0 DELIMITED FILES

This section describes the delimited file specifications. The delimited file contains a header record followed by data records.

3.1 Data Record Definition

Data records are required and should be submitted to the EDSA portal. Data records provide the statuses and other data for the education units.

Table 3.1-1: Data Records

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
1	LevelId	Level Id	char-2	Y	Y	ID	
2	EntityId	State/District/School ID	char-5	Y	Y	ID	
3	YearId	Year Id	char-5	Y	Y	YearId	
4	DisplayOrder	Display Order of Professional Development Program	int	Y	Y	List	
5	ProgramName	Name of Professional Development Program	string-80	Y	N		
6	ProgramDollars	Dollars Spent for Program	money	Y	N	# [#].00	

DF 08 – Fiscal Legislative Appropriations Funding

1.0 PURPOSE

This section contains information on the DF 08 Fiscal Legislative Appropriations Funding. The definition for this data group is:

The identification of the appropriations made by the Legislature that are available to the district or to the schools within the district and programs approved by the Legislature to improve the academic achievement of pupils.

The data collected is required by the Nevada Revised Statutes ([NRS 385A.310.3](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR THIS FILE

This section contains changes from the previous school year and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA	School
Reporting Period	Previous School Year	Previous School Year
Education units required to report	Each district	All schools

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What does this compilation include?

This element includes information on special programs (programs used by schools to target sub-populations for increasing achievement such as inclusion partnership or all-day Kindergarten). These also will be reported in the curriculum section of specific schools.

What does this compilation exclude?

This element excludes carryover funds.

Who submits this file for the Nevada Report Card?

This file is compiled by ADAM Accountability and submitted by the SEA by using information from the Office of the State Controller. No information or action is needed from the LEAs on this data.

DF 20 – Retention and Credit Deficiency

1.0 PURPOSE

This document contains instructions for building files to submit EDSA DF 20: Student Retention and Credit Deficient file. The definition for this data group is:

The number of students in each grade who are retained in the same grade pursuant to [NRS 392.033](#), [392.155](#) or [392.760](#).

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS385A.240.1b](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

Table 2.2-1: Core Reporting Requirements

	School
Reporting Period	Validation Day + End of the School Year
Education units required to report	K-12 students
Zero Counts	For schools where there are no students or teachers in the Grade level, use 0 value
Missing	For schools who did not report, leave the area blank

Data submitted for this collection will be aggregated to the district and state level.

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

Where is the data file coming from?

NDE will populate the student level data from the October 1st, 2024 Validation Day data into two files into the DVSL platform for validation. There will be the K-8 Retention and 9-12 Credit Deficiency.

This data will report:

- For grade levels K-8: which students retained in the same grade as at the end of the school year 2024-25.
- For grade levels 9-12: which students are credit deficient as of the end of the school year 2024-25.

DF 21 – Student Transiency

1.0 PURPOSE

This section contains information on DF 21 Student Transiency. The definition for this data group is:

The transiency rate reported for the school reflects the percentage of students who are not enrolled in the school for the entire reporting school year.

The data collected is required by the Nevada Revised Statutes ([NRS 385A.240.c](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR THIS FILE

This section contains changes from the previous school year and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA	School
Reporting Period	End of School Year	End of School Year
Education units required to report	Each district	Each school including each charter school sponsored by the district

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What does this compilation exclude?

This element should exclude any pupil that transferred to a different school within the school district as result of a change in the zone of attendance by the board of trustees of the school district pursuant to [NRS 388.040](#).

How is this calculated?

To calculate the school's transiency rate, first, following the fall count, sum all new enrollments during the school year, all re-enrollments for the school year, and all withdrawals for the school year. (A re-enrolled student is a student that was enrolled at a school during the school year, left the school, then re-enrolled in the same school or in another school in the district.) Divide this total by the sum of the reported fall enrollment, the new enrollments, and the re-enrollments. Multiply this number by 100. Report the transiency rate to the nearest percent. The formula for calculating school transiency rates is:

$$\frac{\text{New Enrollment} + \text{Re - Enrollment} + \text{Withdrawals}}{\text{Reported Enrollment} + \text{New Enrollment} + \text{Re - Enrollment}} \times 100$$

If a student was transferred to a different track in a year-round school, his/her transfer wouldn't be counted as transiency at that school. There might be some problems here when the accounting system requires that the student is marked as withdrawn then re-enrolled. The transiency rate reported for the district will reflect the transiency rate for all schools within the district rather than simply movements into and out of the district. The latter does not capture movement among schools within the district and, therefore, is not comparable with the school transiency rates.

To calculate the transiency rate for schools within the district, the information for schools above is basically combined into the same formula. First, sum up the new enrollments in each school in the district with the re-enrollments in each school and the withdrawals in each school. Divide this number by the total of the fall reported enrollment of the district, the sum of new enrollments in each school in the district, and the sum of re-enrollments in each school. Multiply this figure by 100. Report the transiency rate to the nearest percent. For example, a school district has 20 schools and a total fall count day enrollment of 10,000 for the reporting school year. The total (sum for each school) new enrollment in the 20 individual schools was 350, the total re-enrollment in the 20 schools (again, summed individually) was 50, and the total withdrawal in the 20 schools was 200. To calculate the transiency rate for schools within the district, the following steps would apply:

$$a) \frac{350 + 50 + 200}{10,000 + 350 + 50} = .06$$

$$b) .06 \times 100 = 6\% \text{ Transiency Rate}$$

3.0 DELIMITED FILES

This section describes the delimited file specifications. The delimited file contains a header record followed by data records.

3.1 Data Record Definition

Data records are required and should be submitted to the EDSA portal. Data records provide the statuses and other data for the education units.

Table 3.1-1: Data Records

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
1	LevelId	Level Id	char-2	Y	Y	ID	
2	EntityId	State/District/School ID	char-5	Y	Y	ID	
3	YearId	Year Id	char-5	Y	Y	YearId	
4	EnTot	Enrollment Total as of Validation Day	int	N	N	#[#]	
5	TranEn	New Student Enrollments after Validation Day	int	N	N	#[#]	
6	TranWi	Student Withdrawals After Validation Day	int	N	N	#[#]	
7	TranRe	Students Re-Enrolled After Validation Day	int	N	N	#[#]	

DF 39 – Long- and Short-Term Substitute Teachers

1.0 PURPOSE

This section contains information on DF 39 Long- and Short-Term Substitute Teachers. The definition for this data group is:

The number of people employed as substitute teachers for each school and grade level or subject area as applicable.

The data collected is required by the Nevada Revised Statutes ([NRS 385A.230](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR THIS FILE

This section contains changes from the previous school year and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA	School
Reporting Period	End of School Year	End of School Year
Education units required to report	Each district	Each school including each charter school sponsored by the district

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What is a long-term substitute teacher for middle school, junior high and high schools?

The number of people employed as substitute teachers for 20 consecutive days or more in the same classroom or assignment, designated as long-term substitute teachers, including the total number of days long-term substitute teachers were employed at each school, identified by grade level and subject area.

What is a short-term substitute teacher for middle, junior high, and high schools?

The number of people employed as substitute teachers for less than 20 consecutive days, designated as short-term substitute teachers, including the total number of days short-term substitute teachers were employed at each school, identified by grade level and subject area.

What is a long-term substitute teacher for elementary schools?

The number of people employed as substitute teachers for 20 consecutive days or more in the same classroom or assignment, designated as long-term substitute teachers, including the total number of days long-term substitute teachers were employed at each school, identified by grade level.

What is a short-term substitute teacher for elementary schools?

The number of people employed as substitute teachers for less than 20 consecutive days, designated as short-term substitute teachers, including the total number of days short-term substitute teachers were employed at each school, identified by grade level.

3.0 DELIMITED FILES

This section describes the delimited file specifications. The delimited file contains a header record followed by data records.

3.1 Data Record Definition

Data records are required and should be submitted to the EDSA portal. Data records provide the statuses and other data for the education units.

Table 3.1-1: Data Records

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
1	LevelId	Level Id	char-2	Y	N	ID	
2	EntityId	State/District/School ID	char-5	Y	Y	ID	
3	YearId	Year Id	char-5	Y	Y	YearId	
4	LTElem	# of Long-Term Elementary Subs	int	N	N	#[#]	
5	LTMath	# of Long-Term Math Subs	int	N	N	#[#]	
6	LTScience	# of Long-Term Science Subs	int	N	N	#[#]	
7	LTSS	# of Long-Term Social Studies Sub	int	N	N	#[#]	
8	LTELA	# of Long-Term ELA Subs	int	N	N	#[#]	
9	STElem	# of Short-Term Elementary Subs	int	N	N	#[#]	
10	STMATH	# of Short-Term Math subs	int	N	N	#[#]	
11	STScience	# of Short-Term Science Subs	int	N	N	#[#]	
12	STSS	# of Short-Term Social Studies Subs	int	N	N	#[#]	
13	STELA	# of Short-Term ELA Subs	int	N	N	#[#]	

DF 41 – CTE Elements

1.0 PURPOSE

This section contains information on DF 41 CTE Elements. The definition for this data group is:

The number of pupils who enrolled in a course of career and technical education and completed a course of career and technical education.

The data collected is required by the Nevada Revised Statutes ([NRS 385A.290](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR THIS FILE

This section contains changes from the previous school year and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA	School
Reporting Period	As of October 1 st (Enrollment) End of the school year (Completion)	As of October 1st (Enrollment)

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What does this compilation include?

The number of pupils who are enrolled and completed a CTE course.

Who submits this file for the Nevada Report Card?

This file is submitted by ADAM Accountability from the CTE Elements file created by the NDE CTE Office. No work is required from the LEAs for this file. The data for enrollment is as of Validation Day. The data for Program Completion is collected at the end of the school year.

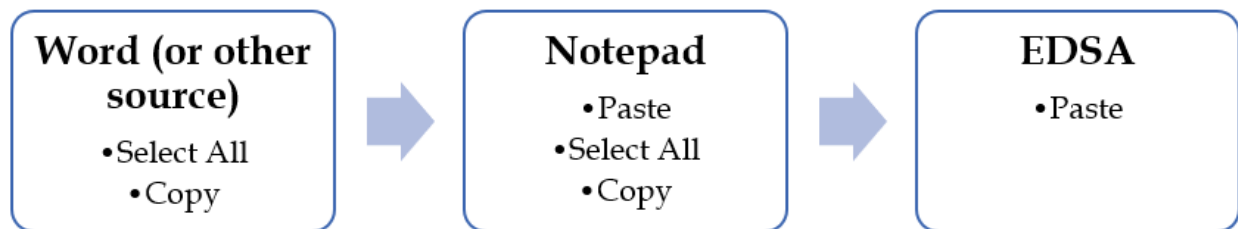
PHASE 3 – JUNE 16 – JULY 4, 2025

Submitting Narratives in the EDSA Portal

A common error frequently encountered when inputting narrative texts is directly copying and pasting from the original source into EDSA. While it may seem logical, this practice often leads to issues when generating the PDF reports. Text viewed on web pages or in documents results from a set of codes and styling, which may be invisible to the user. When text is copied, it carries along all associated codes. Consequently, pasting text directly into the word processing section in EDSA can result in the creation of unexpected styles in the PDF reports. While these effects may vary in severity, they can be avoided by adhering to a simple practice: using Notepad for text transfer.

Notepad is available as part of the standard windows installation. It can be found by going to: Start > All programs > Accessories > Notepad

Follow this simple procedure before you paste text into EDSA:



If there is a multiple entry – i.e. where you need to enter more than one goal and objective – you may be asked to do the following:

1. Enter the text
2. Click on “Save”
3. Click on “Next”
4. Repeat steps 1-3 until all items are entered.

LOGO

1.0 LOGO

This section contains instructions for building narratives to submit EDSA LOGO. The definition for this data group is:

The district’s logo.

This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA
Reporting Period	Current School Year

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

How do I submit the LOGO into the EDSA portal?

The district logo element must be a jpeg or jpg file format to upload in the EDSA portal.

SD 01 – Special Programs

1.0 PURPOSE

This document contains instructions for building files to submit EDSA SD01: Special Programs file. The definition for this data group is:

The compilation of the special programs available for pupils at individual schools.

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS385A.300.1a](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

Table 2.2-1: Core Reporting Requirements

	School
Reporting Period	Current School Year
Education units required to report	All K-12 schools
Education units <u>not</u> reported	None
Zero Counts	For schools where there are no programs
Missing	For schools who did not report, leave the area blank

Data submitted for this collection will be aggregated to the district and state level.

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

Who should be included in this data collection?

For the purposes of this report, examples of special programs are full-day kindergarten, alternative education summer school programs, class-size reduction and homework help centers.

3.0 DELIMITED FILES

This section describes the delimited file specifications. The delimited file contains a header record followed by data records.

3.1 Data Record Definition

Data records are required and should be submitted to the EDSA portal. Data records provide the statuses and other data for the education units.

Table 3.1-1: Data Records

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
1	LevelId	Level Id	char-2	Y	Y	ID	
2	EntityId	State/District/School ID	char-5	Y	Y	ID	
3	YearId	Year Id	char-5	Y	Y	YearId	
4	FullDayKg	Full-Day Kindergarten	int	Y	N		
5	AltEdSummSch	Alternative Education Summer School	int	Y	N		
6	ClassSizeRed	Class Size Reduction	int	Y	N		
7	HMHHelp	Homework Help Centers	int	Y	N		

TX 01 – Mission Statement

1.0 PURPOSE

This section contains instructions for building narratives to submit EDSA TX01 Mission Statement. The definition for this data group is:

The district’s mission statement.

The data collected using this file specification is required by the Nevada Revised Statutes (NRS), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA
Reporting Period	Current School Year
Characters for Narrative	Maximum is 1050 characters including spaces

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

How do I submit narratives into the EDSA portal?

Refer to Submitting Narratives into the EDSA Portal section above.

EN 03 – Heading

How do I enter new Board Members for the District Heading?

To add a new Board Member, enter their name and any title (president, clerk, chairman, member, etc.) into the space below the Board Members box. Click the save symbol (floppy disk) and the name will be added to the bottom on the list. Once they are listed, you can click on the new member and move them to where you would like them to be on the list.

How do I remove Board Members?

Click on the Board Member that is to be removed. Once selected, click on the X under the Board Members box to remove that member from the list.

TX 03 – Superintendent’s Highlights

1.0 PURPOSE

This section contains instructions for building narrative to submit EDSA TX03: Superintendent’s Highlights. The definition for this data group is:

Your district’s special accomplishments that you would like to acknowledge in the accountability report for your region. Please use complete sentences to describe each accomplishment. If your district has any special state-funded programs, such as a class-size reduction program, or any state-funded remedial programs, please mention this in this section. The data collected using this file specification is required by the Nevada Revised Statutes (NRS), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA
Reporting Period	Current School Year
Characters for Narrative	Maximum is 1500 characters including spaces

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

How do I submit narratives into the EDSA portal?

Refer to Submitting Narratives into the EDSA Portal section above.

TX 05 – Parent Communication

1.0 PURPOSE

This section contains instructions for building narrative to submit EDSA TX 05: Parent Communication. The definition for this data group is:

A list of the different means by which Districts communicate with parents and extend opportunities for involvement to parents. District narratives should report efforts made at the school and district.

The data collected is required by the Nevada Revised Statutes ([NRS 385A.320.1](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA
Reporting Period	Current School Year
Characters for Parent Communication	Maximum is 6000 characters including spaces

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

How do I submit narratives into the EDSA portal?

Refer to Submitting Narratives into the EDSA Portal section above.

TX 06 – Curriculum

This section contains instructions for building narratives to submit EDSA TX 06: Curriculum. The definition for this data group is:

Curriculum used by the school district, including any special programs for students at an individual school.

The data collected is required by the Nevada Revised Statutes ([NRS 385A.300.1](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA
Reporting Period	Current School Year
Characters for Curriculum	Maximum is 70,000 characters including spaces

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What should be reported in this narrative?

This section may include three different elements. It is not necessary to report all three elements; however, at least one element must be reported. Any item that is reported should include references to resources available in the schools and districts.

1. A brief narrative statement describing curriculum elements used in the school or district (such as textbooks used, courses offered, or educational programs implemented in the school or district).
2. Bulleted statements describing curriculum elements used in the school or district (such as textbooks used, courses offered, or educational programs implemented in the district)
3. URLs to State Standards, school or district benchmarks, school or district Web pages discussing curriculum-related resources.

How do I submit narratives into the EDSA portal?

Refer to Submitting Narratives into the EDSA Portal section above.

TX 10 – District Goals and Objectives

1.0 PURPOSE

This section contains instructions for building narratives to submit EDSA TX10: District Goals and Objectives. The definition for this data group is:

Three measurable goals you have chosen for this school year. It is suggested that these goals relate directly to the Goals and Objectives in your District Improvement Plan. Please be consistent in using either sentences or phrases throughout all three Goals and Objective areas. A goal is the plan or big picture outcome for a content area. The objective should be a specific, measurable outcome.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA
Reporting Period	Current School Year
Characters for Goal	Maximum is 6000 characters including spaces
Characters for Objective	Maximum is 300 characters including spaces

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What is the maximum number of characters that can be used for this report?

The Goals cannot exceed 6000 characters including spaces. The Objective to the Goal entered cannot exceed 300 characters including spaces.

How do I submit narratives into the EDSA portal?

Refer to Submitting Narratives into the EDSA Portal section above.

TX 15 – Discipline

1.0 PURPOSE

This section contains instructions for building narrative to submit EDSA TX 15: Discipline. The definition for this data group is:

An explanation of the actions that a district has taken to reduce the number of incidents or bullying or cyber bullying.

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS385A.250.1f4](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA
Reporting Period	Current School Year
Characters for Discipline	Maximum is 70,000 characters including spaces

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What is the maximum number of characters that can be used for this report?

The Discipline response cannot exceed 70,000 characters including spaces.

How do I submit narratives into the EDSA portal?

Refer to Submitting Narratives into the EDSA Portal section above.

TX 17 – District Technology Incorporation

1.0 PURPOSE

This section contains instructions for building narratives to submit EDSA TX 17: District Technology Incorporation. The definition for this data group is:

An explanation of the efforts the district makes at both the school and district levels, to address the question “What steps does your district take to ensure that educational technology is incorporated effectively in your schools, and how do you evaluate the success of these efforts?”

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS385A.310.5](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA
Reporting Period	Current School Year
Characters for Technology Incorporation	Maximum is 6000 characters including spaces

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What is the maximum number of characters that can be used for this report?

The Technology Incorporation response cannot exceed 6000 characters including spaces.

How do I submit narratives into the EDSA portal?

Refer to Submitting Narratives into the EDSA Portal section above.

DF 26 – NSHE Remedial

1.0 PURPOSE

This section contains information on DF 26 NSHE Remedial. The definition for this data group is:

A report on the percentage of pupils who graduated from a high school or charter school in the immediately preceding year and enrolled in remedial courses in reading, writing or mathematics at a university, state college or community college within the Nevada System of Higher Education.

The data collected is required by the Nevada Revised Statutes ([NRS 385A.260.4](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR THIS FILE

This section contains changes from the previous school year and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA
Reporting Period	End of the school year

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What does this compilation include?

The percentage of high school graduates enrolled in Remedial Nevada System of Higher Education (NSHE) classes defined as the percentage of students who graduated from Nevada high schools and enrolled in remedial classes in NSHE during the summer after they graduated or the following fall. Source for this data is provided by [npwr.nv.gov](#). This element will include a footnote indicating that not all graduates attend college, and many graduates attend college out of state.

Who submits this file for the Nevada Report Card?

This file is submitted by the SEA from DBDriven, an outside vendor. No information or action is needed from the LEAs on this data.

DF 47 – ESSA Fiscal PPE Data

1.0 PURPOSE

This section contains information on the DF 47 ESSA Per Pupil Expenditures. The definition for this data group is:

A report on per-pupil expenditures of the Federal and combined State and local funds separated by source.

The data collected is required by the Nevada Revised Statutes ([NRS 385A.310.1](#)) and Every Students Succeeds Act (ESSA section 1111(h)(2)(C)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR THIS FILE

This section contains changes from the previous school year and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA	School
Reporting Period	Previous School Year	Previous School Year

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What does this compilation include?

The per-pupil expenditures of the Federal and combined State and local funds separated by source as part of the LEAs annual report card as a statutory requirement of Every Student Succeeds Act (ESSA).

Who submits this file for the Nevada Report Card?

This file is submitted by the SEA from the NDE's Student Investment Division (SID) compiled from the ESSA financial transparency data. No information or action is needed from the LEAs on this data.

DF 49 – 1003 School Improvement Funds

1.0 PURPOSE

This section contains information on DF 49 1003 School Improvement Funds. The definition for this data group is:

A report of all the LEAs and schools that received section 1003 school improvement funds, including the amount of section 1003 funds allocated to an LEA overall and the amount allocated to serve each identified school included in the LEAs application and the types of strategies implemented in each school with such funds.

The data collected is required by Every Student Succeeds Act (ESEA section 1003(i)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR THIS FILE

This section contains changes from the previous school year and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA	School
Reporting Period	Previous School Year	Previous School Year

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What does this compilation include?

The 1003 school improvement funds separated by LEAs and schools as a statutory requirement of Every Student Succeeds Act (ESSA).

Who submits this file for the Nevada Report Card?

This file is submitted by the SEA from the NDE's Office of Student & School Supports (OSS) which is compiled from the Title I Sec. 1003(a) funding data. No information or action is needed from the LEAs on this data.

DF 50 – Discipline

1.0 PURPOSE

This document contains instructions for building files to submit EDSA DF50: Discipline file. The definition for this data group is:

The records of incidents involving weapons, violence, use or possession of alcoholic beverages, use or possession of controlled substances, suspension, or expulsion for each school, the number of pupils who were deemed habitual disciplinary problems, and the number of reported violations of NRS 388.135 occurring at a school or otherwise involving a pupil enrolled at a school, regardless of the outcome of the investigation, the number of incidents determined to be discrimination based on race, bullying, or cyberbullying after the investigation and the number of incidents resulting in suspensions or expulsions or both for each of those categories.

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS385A.250.1](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

A new subgroup of Total for total of all students has been added to the file specification to assist with accurate reporting for each incident type.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

Table 2.2-1: Core Reporting Requirements

	School
Reporting Period	End of School Year
Education units required to report	All K-12 schools
Education units <u>not</u> reported	None
Zero Counts	For schools where there are no programs
Missing	For schools who did not report, leave the area blank

Data submitted for this collection will be aggregated to the district and state level.

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What categories should be collected in this report?

For this report, the report must include information on the following:

1. Records of incidents involving weapons or violence for each school
2. Records of incidents involving the use or possession of alcoholic beverages or controlled substances
3. Records of the suspension or expulsion, or both of pupils required or authorized pursuant to [NRS 392.466](#) and [392.467](#)
4. The number of pupils who are deemed habitual disciplinary problems pursuant to [NRS 392.4655](#)
5. The types of incidents and the demographics identified in subsection 1 of [NRS 388.1235](#):
 - a. The number of reported violations of [NRS 388.135](#) occurring at a school or otherwise involving a pupil enrolled at a school, regardless of the outcome of the investigation conducted pursuant to [NRS 388.1351](#)
 - b. The number of incidents determined to be discrimination based on race, bullying or cyber-bullying after an investigation is conducted pursuant to [NRS 388.1351](#)
 - c. The number of incidents resulting in suspension or expulsion, or both, for discrimination based on race, bullying or cyber-bullying.

Which subgroups should be included pursuant to subsection 1?

Students who are economically disadvantaged, students from major racial and ethnic groups, students with disabilities, students who are English learners, students who are migratory children, Gender, students experiencing homelessness, students in foster care, and military connected students.

What is the meaning of bullying?

The meaning of “bullying” is ascribed in [NRS 388.122](#). “Bullying” means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons.

What is the meaning of cyber-bullying?

The meaning of “cyber-bullying” is ascribed in [NRS 388.123](#). “Cyber-bullying” means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, “sexual image” has the meaning ascribed to it in [NRS 200.737](#).

What is the meaning of “discrimination based on race”?

The meaning of “discrimination based on race” is ascribed in [NRS 388.1235](#). “Discrimination based on race” means any single or repeated or pervasive act or acts, whether targeted to a specific person or targeted in general to any demographic identified.

What is the meaning of expulsion?

The meaning of “expel” or “expulsion” is ascribed in [NRS 392.4603](#). “Expel” or “Expulsion” means the disciplinary removal of a pupil from the school in which the pupil is currently enrolled for more than one school semester with a possibility of: (1) Returning to the school in which the pupil is currently enrolled or another public school within the school district after the expulsion; and (2) Enrolling in a program or public school for alternative education for pupils who are expelled or permanently expelled during the period of expulsion.

What is the meaning of restorative justice?

The meaning of “restorative justice” is ascribed in [NRS 392.472](#). “Restorative justice” means nonpunitive intervention and support provided by the school to a pupil to improve the behavior of the pupil and remedy any harm caused by the pupil.

What is the meaning of suspension?

The meaning of “suspension” is ascribed in [NRS 392.4607](#). “Suspend” or “suspension” means the disciplinary removal of a pupil from the school in which the pupil is currently enrolled for not more than one school semester.

What is the difference between the number of incidents and the number of students involved?**3.0 DELIMITED FILES**

This section describes the delimited file specifications. The delimited file contains a header record followed by data records.

3.1 Data Record Definition

Data records are required and should be submitted to the EDSA portal. Data records provide the statuses and other data for the education units.

Table 3.1-1: Data Records

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
1	LevelId	Level Id	char-2	Y	N	ID	
2	EntityId	State/District/School ID	char-5	Y	Y	ID	
3	YearId	Year Id	char-5	Y	Y	YearId	Year Id
4	Subgroup	Subgroup	Varchar-50	Y	N		Total – Total students F – Female, M – Male, AM – American Indian, AS – Asian, BL – Black, HI – Hispanic, PI – Native Hawaiian or other Pacific Islander, MU – Two or more races, WH – White, EL – English Learners, IEP – Individualized Education Programs, FRL – Free Reduced Lunch, FO – Foster, ML – Military, HO – Homeless
5	No_Inc_W	# of ALL incidents including weapons	int	N	N		
6	No_Stds_W	# of ALL students involved in the weapon	int	N	N		
7	No_Inc_V	# of ALL incidents including violence	int	N	N		
8	No_Stds_V	# of ALL students involved in the violence incidents	int	N	N		
9	No_Inc_AB	# of ALL incidents including use of alcoholic beverages	int	N	N		
10	No_Stds_AB	# of ALL students involved in the use of alcoholic beverages	int	N	N		
11	No_Inc_PAB	# of ALL incidents including possession of alcoholic beverages	int	N	N		
12	No_Stds_PAB	# of ALL students involved in the possession of alcoholic beverages	int	N	N		

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
13	No_Inc_CS	# of ALL incidents including use of controlled substances	int	N	N		
14	No_Stdcs_CS	# of ALL students involved in the controlled substances	int	N	N		
15	No_Inc_PCS	# of ALL incidents including possession of controlled substances	int	N	N		
16	No_Stdcs_PCS	# of ALL incidents including possession of controlled substances	int	N	N		
17	No_Stdcs_Susp_BSE	# of students Suspended Due to Battery to School Employee	int	N	N		
18	No_Stdcs_Susp_SCS	# of students Suspended Due to Sale of Controlled Substances	int	N	N		
19	No_Stdcs_Susp_DCS	# of students Suspended Due to Distribution of Controlled Substances	int	N	N		
20	No_Stdcs_Susp_DHDP	# of students Suspended Due to Being Deemed Habitual Disciplinary Problems	int	N	N		
21	No_Stdcs_Expel_BSE	# Students Expelled Due to Battery to school employee	int	N	N		
22	No_Stdcs_Expel_SCS	# Students Expelled Due to Sale of Controlled Substances	int	N	N		
23	No_Stdcs_Expel_DCS	# Students Expelled Due to Distribution of Controlled Substances	int	N	N		
24	No_Stdcs_Expel_PF	# Students Expelled Due to Possession of a Firearm	int	N	N		
25	No_Stdcs_Expel_PDW	# Students Expelled Due to Possession of a Dangerous Weapon	int	N	N		
26	No_Stdcs_Expel_DHDP	# Students Expelled Due to Being Deemed Habitual Disciplinary Problems	int	N	N		
27	No_Stdcs_DHDP	# Students Deemed Habitual Disciplinary Problems	int	N	N		
28	No_Bul_Inc	# Bullying Incidents Reported	int	N	N		
29	No_Stdcs_Bul_Inc	# Students involved in Bullying Incidents Reported	int	N	N		
30	No_Bul_Inc_AI	# Bullying Incidents Determined to be so after an Investigation	int	N	N		
31	No_Stdcs_Bul_Inc_AI	# stds involved in Bullying Incs Determined to be so after an Investigation	int	N	N		
32	No_Bul_Inc_Susp	# Bullying Incidents Resulted in Suspension	int	N	N		
33	No_Stdcs_Bul_Inc_Susp	# Students involved in Bullying Incidents Resulted in Suspension	int	N	N		

Sequence	Name	Description	Type	Required	Key Field	Format	Notes
34	No_Bul_Inc_Expul	# Bullying Incidents Resulted in Expulsion	int	N	N		
35	No_Std_Bul_Inc_Expul	# Students involved in Bullying Incidents Resulted in Expulsion	int	N	N		
36	No_CYBul_Inc	# Cyber Bullying Incidents Reported	int	N	N		
37	No_Std_CYBul_Inc	# students involved in Cyber Bullying Incidents Reported	int	N	N		
38	No_CYBul_Inc_AI	# Cyber Bullying Incidents Determined to be so after an Investigation	int	N	N		
39	No_Std_CYBul_Inc_AI	# Stds involved in Cyber Bullying Inc Determined to be after Investigation	int	N	N		
40	No_CYBul_Inc_Susp	# Cyber Bullying Incidents Resulted in Suspension	int	N	N		
41	No_Std_CYBul_Inc_Susp	# Students involved in Cyber Bullying Incidents Resulted in Suspension	int	N	N		
42	No_CYBul_Inc_Expul	# Cyber Bullying Incidents Resulted in Expulsion	int	N	N		
43	No_Std_CYBul_Inc_Expul	# Stds involved in Cyber Bullying inc Resulted in Expulsion	int	N	N		
44	No_DBR_Inc	# Discrimination Based on Race Incidents Reported	int	N	N		
45	No_Std_DBR_Inc	# students involved in Discrimination Based on Race Incidents Reported	int	N	N		
46	No_DBR_Inc_AI	# Discrimination Based on Race Inc Determined to be so after an Investigation	int	N	N		
47	No_Std_DBR_Inc_AI	# Stds involved in Discrimination Based on Race - after investigation	int	N	N		
48	No_DBR_Inc_Susp	# Discrimination Based on Race Incidents Resulted in Suspension	int	N	N		
49	No_Std_DBR_Inc_Susp	# Stds involved in Discrimination Based on Race Inc Resulted in Suspension	int	N	N		
50	No_DBR_Inc_Expul	# Discrimination Based on Race Incidents Resulted in Expulsion	int	N	N		
51	No_Std_DBR_Inc_Expul	# Stds involved in Discrimination Based on Race Inc Resulted in Expulsion	int	N	N		

Educator Qualifications File

1.0 PURPOSE

This section contains information on the Educator Qualifications. The definition for this data group is:

Information on the professional qualifications of teachers and other licensed educational personnel.

The data collected is required by the Nevada Revised Statutes ([NRS 385A.230](#)) and Every Student Succeeds Act (ESSA section 1111(h)(1)(C)(ix), (h)(2)(C)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR THIS FILE

This section contains changes from the previous school year and general guidance.

2.1 Changes from SY 2023-24 File Specifications

Other than any editorial changes listed in the document history on page 2, there have been no changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA	School
Reporting Period	Previous School Year	Previous School Year
Education units required to report	Each district	All schools

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What does this compilation include?

The total number and percentage of:

- Teachers and other licensed educational personnel that are employed at each school
- Vacancies at each school which are not filled by a teacher who has a contract to teach at the school on a full-time basis, as determined by the Commission on Professional Standards in Education
- Teachers and other licensed educational personnel employed at each school that provides instruction in a grade level or subject area for which they do not meet the requirements for licensure or do not hold a required endorsement.
- Teachers and other licensed personnel employed at each school who are inexperienced, as defined by the Commission on Professional Standards in Education; and

- Employees at each school whose overall performance was determined to be highly effective, effective, developing, or ineffective under the statewide performance evaluation system.

Who submits this file for the Nevada Report Card?

This file is submitted by the SEA by using data collected by the NDE Edlife Office. No information or action is needed from the LEAs on this data.

TX 18 – Access to Menstrual Products

1.0 PURPOSE

This section contains instructions for building narratives to submit EDSA TX 18: Access to Menstrual Products. The definition for this data group is:

An evaluation of the access to and quality of menstrual products in the middle schools, junior high schools, and high schools in the school district or charter school.

The data collected using this file specification is required by the Nevada Revised Statutes ([NRS385A.315](#)), as amended. This data will be used in the Nevada Accountability Report Card.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from SY 2023-24 File Specifications

This is a new collection for SY 2024-2025.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period and characters limitations.

Table 2.2-1: Core Reporting Requirements

	LEA
Reporting Period	Current School Year
Characters for Access to Menstrual Products	Maximum is 6000 characters including spaces

2.3 Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

What is the maximum number of characters that can be used for this report?

The Access to Menstrual Products response cannot exceed 6000 characters including spaces.

How do I submit narratives into the EDSA portal?

Refer to Submitting Narratives into the EDSA Portal section above.

Appendix A – Reports State/Federal Links

Report Table with Links

Report	Description	NRS 385A	ESSA
DF 02	Demographic Profile (Validation Day)	NRS 385A	
DF 05	Fiscal Remedial Education Funding	NRS 385A.300.2	
DF 06	Fiscal Professional Development Funding	NRS 385A.310.4	
DF 08	Fiscal Legislative Appropriations Funding	NRS 385A.310.3	
DF 11	Technology	NRS 385A.310.5	
DF 15	Teacher Average Daily Attendance	NRS 385A.230.1b	
DF 16	Paraprofessionals	NRS 385A.230.1c	
DF 17	Student Average Daily Attendance	NRS 385A.240.1a	
DF 18	Student / Teacher Ratio	NRS 385A.210.1	
DF 19	Average Class Size	NRS 385A.210.2	
DF 20	Credit Deficient & Retention	NRS 385A.240.1b	
DF 21	Student Transiency	NRS 385A.240.c	
DF 24	Dropout	NRS 385A.260.3	
DF 26	NSHE Remedial	NRS 385A.260.4	
DF 28	Parent Participation	NRS 385A.320	
DF 39	Long- & Short-Term Substitute Teachers	NRS 385A.230	
DF 40	CTE Student Average Daily Attendance	NRS 385A.290.3	
DF 41	CTE Elements	NRS 385A.290	
DF 43	Staff Information	NRS 385A.220.1	
DF 47	ESSA Fiscal PPE Data	NRS 385A.310.1	ESSA section 1111(h)(2)(C)
DF 49	1003 School Improvement Funds		ESSA section 1003(i)
DF 50	Discipline	NRS 385A.250.1	
SD 01	Special Programs	NRS 385A.300.1a	
TX 05	Parent Communication	NRS 385A.320.1	
TX 06	Curriculum	NRS 385A.300.1	
TX 15	Discipline	NRS 385A.250.1f4	
TX 17	District Technology Incorporation	NRS 385A.310.5	
TX 18	Access to Menstrual Products	NRS385A.315	
	Educator Qualifications	NRS 385A.230	ESSA(h)(1)(C)(ix) ESSA section 1111(h)(2)(C)

Definition Links

Bullying	NRS 388.122
Cyber-bullying	NRS 388.123
Discrimination based on race	NRS 388.1235
Expulsion	NRS 392.4603
Paraprofessional	NRS 391.008
Restorative Justice	NRS 392.472
Suspension	NRS 392.4607
Teacher	NRS 49.291